

Division of Building Construction Services
City of Norfolk
Norfolk, Virginia

Appeal No. _____

Date: _____

APPLICATION FOR HEARING BY THE LOCAL BOARD OF BUILDING CODE APPEALS

119.5 Right of appeal; filing of appeal application. The owner of a building or structure, the owner's agent or any other person involved in the design or construction of a building or structure may appeal a decision of the building official concerning the application of the USBC to such building or structure and may also appeal a refusal by the building official to grant a modification to the provisions of the USBC pertaining to such building or structure. The applicant shall submit a written request for appeal to the LBBCA within 90 calendar days of the receipt of the decision being appealed. A copy of the building official's decision shall be submitted along with the application for appeal and maintained as part of the record.

I (we) _____ (name) of _____ (mailing address) respectfully request that the Local Board of Building Code Appeals review the decision made by the Code Official, Lynn Underwood.

Property on which hearing is based: _____

My interest in the property is:

☐ Owner

☐ Contractor

☐ Owner's Agent

☐ Other (Explain) _____

Application for appeal must be based on one of the following reasons:

(Check one)

☐ Decision regarding the application of the USBC to such building or structure

Date of decision: ____/____/____ (Copy must be submitted)

☐ Refusal of the Building Official to grant a modification to the provisions of the USBC

Description of decision(s) being appealed: _____

(Attach the Decision of the Code Official and Any Other Pertinent Documents.)

Statement of relief sought: _____

Signature: _____

NOTE

- ✓ Please make check payable to Norfolk City Treasurer in the amount of seventy-five (\$75.00) dollars to process requested appeal. Submit fee with application.
- ✓ Six (6) complete copies of plans and appeal data must be submitted with six (6) copies of application.
- ✓ Closing date for appeals: Last Friday of month prior to month of scheduled appeal.

You will be notified of the scheduled appeal date. The appeal hearing will be held in the City Council Chamber, 11th Floor, City Hall Building, Norfolk, Virginia.

Scheduled hearing date: ____/____/____